

Department of Land Management  
Environment Division  
116 HAMPTON ROAD  
SOUTHAMPTON, NY 11968

**TOWN OF SOUTHAMPTON**

**KYLE P. COLLINS,**  
AICP TOWN PLANNING AND  
DEVELOPMENT ADMINISTRATOR

**MARTIN SHEA**  
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**JAY SCHNEIDERMAN**  
TOWN SUPERVISOR

**SCTM No.** \_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_

**ADMINISTRATIVE WETLANDS PERMIT APPLICATION.**  
**FOR THE TRANSFER OF TOWN WETLAND PERMITS**  
**Revised January 1, 2016**

**PLEASE SUBMIT:**

- ☐ Two (2) copies of the application
- ☐ One (1) certified recorded copy of the deed
- ☐ Application Fee of \$200.00

\* If you are paying by check, please make it payable to the **Town of Southampton**.

\*\* All correspondence will be mailed to the applicant if not otherwise noted.

\*\*\*Applications will not be deemed complete and reviewed without submission of a legal certified deed

**TRANSFER**

Existing Town Wetland Permit No.: \_\_\_\_\_

Property Location: \_\_\_\_\_

Previous Owner: \_\_\_\_\_

TRANSFER from the above Owner to:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Email Address

TRANSFER

Existing Town Wetland Permit Number: \_\_\_\_\_

Signature of Owner/Applicant

**OWNER'S ENDORSEMENT  
(TO BE SIGNED IF APPLICANT IS NOT THE OWNER)**

STATE OF NEW YORK)  
COUNTY OF SUFFOLK)

\_\_\_\_\_, being duly sworn, deposes  
and says:  
I reside at \_\_\_\_\_

in the County of \_\_\_\_\_ and the State of \_\_\_\_\_.  
and I am the (owner in fee) (officer of the Corporation which is the owner in fee)  
of the premises described in the foregoing and that I have authorized  
\_\_\_\_\_ to make the foregoing  
application as described herein.

Signature

Signature

If Corporation, Name of Corporation

Officer's Title

Sworn to before me this day  
of \_\_\_\_\_, 20\_\_\_\_

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Notary Public

### IMPORTANT MESSAGE REGARDING HOUSE NUMBERS

As of March 31, 1994, Chapter 286 of the Southampton Town Code requires that all Town residents display house numbers so that they are clearly visible from the street. The law requires that you use only the number assigned by the Town. **No other number should be displayed and no inspections will be done by the Building Division at properties without a house number.** If you have a different number for postal delivery, please file a change of address form with your post office immediately. If your tax bill does not list a street number, or if you have a question regarding the law or number assigned to you, please telephone Pat Raymond at the Assessor's Office, 283-6000, ext. 274.

The following is a description of the manner of display, style and size of the required house numbers:

A. **Manner of Display**

- (1) **During the construction period.** The owner of a land parcel for which a building permit has been issued shall have the street address displayed on a sign or a post located at the front of the property. In the case of a flag lot, the number shall be displayed at the street entrance of the flag lot.
- (2) **Existing and newly completed structures.** The owner of an existing building or newly completed building shall have the street address number displayed by permanently affixing it to the front of the building, or painting numerals, letter or script, on the front of the building. If a building is not close enough to the street, or is not readily visible from the street, the street address number shall be permanently affixed to a sign, post or mailbox located at the front of the parcel or lot where the building is situated.

B. **Style and Size of Numbers**

- (1) The numerals, letter or script used to display the street address number of the building shall be painted on a plaque to be affixed to the front of the building or on the front of the building itself, or made of metal or other durable material. The numerals, letters or script shall be at least three (3) inches in height. All street address numbers shall be displayed so as to be easily seen from the street by both pedestrians and drivers of vehicles.

The proper posting of your house number will assist the Building Division during the inspection process and ensure prompt and timely inspections.

**Town of Southampton**  
**OPEN GOVERNMENT DISCLOSURE FORM**  
(Zoning Board of Appeals, Planning Board, Conservation Board)

STATE OF NEW YORK }

} ss:

COUNTY OF SUFFOLK }

\_\_\_\_\_ being duly sworn, deposes and says:  
Print Name

I am an applicant for a project or an owner of the land that is the subject of a pending application before the Southampton \_\_\_\_\_ Board. I make this affidavit under penalty and swear to the truth herein. I am aware that this affidavit is required by General Municipal Law §809 and Southampton Town Code Chapter 23 and that I shall be guilty of a misdemeanor should I knowingly or intentionally fail to make all disclosures herein. I am also aware that I may be subject to the penalties in Southampton Town Code §23-14 should I knowingly or intentionally fail to make all disclosures herein.

1. The project name is: \_\_\_\_\_

2. I reside at \_\_\_\_\_

3. The officers of the applicant corporation/owner corporation are as follows:

Pres. \_\_\_\_\_ Sec. \_\_\_\_\_

Vice Pres. \_\_\_\_\_ Treas. \_\_\_\_\_

4. Do any of the following individuals have an interest in the applicant or owner (as defined on page 10, note "A")?

1. Any official of New York State

Yes

☐

No

☐

2. Any elected or appointed official or employee  
of Southampton Town or Suffolk County

☐☐

If the answer to Question 4 is yes, General Municipal Law §809 and Town Code Chapter 23 require that you disclose the name and the nature and event of the interest of said individual(s) in the applicant or owner.

Name

Residence

Nature of Interest


5. During the 24 months before the filing of this application, have any of the following individuals made campaign contributions exceeding \$500 in total, in cash or in kind, to the campaign for public office of any Town officer or employee, to any individual campaign committee, or to any political party committee designated to accept donations on such Town official's or employee's behalf as a candidate for public office?

	Yes	No
1. Owner	<input type="checkbox"/>	<input type="checkbox"/>
2. Applicant	<input type="checkbox"/>	<input type="checkbox"/>
3. Agent for owner or applicant	<input type="checkbox"/>	<input type="checkbox"/>
4. Attorney	<input type="checkbox"/>	<input type="checkbox"/>
5. Other	<input type="checkbox"/>	<input type="checkbox"/>

If the question to Question 5 is yes, Town Code Chapter 23 requires that the information be provided below:

Name/Address	Amount/Date	Name of Campaign Committee

6. During the preceding 24 months before the filing of this application, have any of the following individuals employed any Town officer or employee or a relative thereof involving compensation in an amount of \$500 or more? Said compensation may be directly made, or indirectly made through a corporation or business interest held by any Town officer or employee or their relative.

	Yes	No
1. Owner	<input type="checkbox"/>	<input type="checkbox"/>
2. Applicant	<input type="checkbox"/>	<input type="checkbox"/>
3. Agent for owner or applicant	<input type="checkbox"/>	<input type="checkbox"/>
4. Attorney	<input type="checkbox"/>	<input type="checkbox"/>
5. Other	<input type="checkbox"/>	<input type="checkbox"/>

If the answer to Question 6 is yes, Town Code Chapter 23 requires that the information be provided below:

Name	Position (Owner, Agent, Attorney, Other)	Corporation

\_\_\_\_\_  
Signature

Sworn to before me  
This \_\_\_\_\_ day  
of \_\_\_\_\_.

\_\_\_\_\_  
Notary Public

**A FALSE STATEMENT MADE HEREIN IS PUNISHABLE AS A CLASS "A" MISDEMEANOR  
PURSUANT TO SECTION 210.45 OF THE PENAL LAW OF THE STATE OF NEW YORK**

- A. For the purposes of this disclosure, an official of the State of New York or an elected or appointed official or employee of the Town of Southampton shall be deemed to have an interest in the applicant and/or owner when that official or employee, their spouse, brothers, sisters, parents, children, grandchildren or the spouse of any of them is:
- a. the applicant or owner; or
  - b. an officer, director, partner, or employee of the applicant or owner; or
  - c. Legally or beneficially owns or controls stock of a corporate applicant or owner, or is a member of a partnership or association applicant or owner; or
  - d. Is a party to an agreement with the applicant or owner, express or implied, whereby said official or employee may receive any payment or other benefit, whether or not for services rendered, dependent or contingent upon the favorable approval of such application. Ownership of less than five percent of the stock of a corporation whose stock is listed on the New York Stock or American Stock Exchange shall not constitute an interest for the purposes of this disclosure.